

**EMERGENCY SERVICES DIVISION**

Procedure No. EP-SOP-7.2

**PROCEDURE**

Revision No. 0

**BROOKHAVEN NATIONAL LABORATORY****PAGE 1 OF 3****Procedure Title:** Assembly, Accountability, Sheltering and Evacuation

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**1.0 PURPOSE**

- 1.1** The purpose of this procedure is to provide guidance for assembly, accountability, sheltering and evacuation of BNL personnel during an Operational Emergency at BNL.
- 1.2** Assembly and/or evacuation may be ordered for an operational emergency. Assembly may be used prior to and for the purpose of implementing further protection actions and for disseminating incident information.
- 1.3** Sheltering may be ordered where evacuation is impractical or for situations where exposure to a release of hazardous material is expected to last only a very short time.
- 1.4** Evacuation may be selective, that is, done zone by-zone, or general, involving all non-essential personnel on site. Evacuation may be ordered immediately or after assembly of personnel.

**2.0 RESPONSIBILITIES**

In accordance with Section **6.0 Procedure**.

**3.0 DEFINITIONS**

- 3.1 Assembly Area:** All personnel on site report to pre-designated building Assembly Areas when notified to do so. The purpose of an Assembly Area is to gather personnel in anticipation of protective action recommendations, to account for personnel and to provide them with

<b>PREPARED BY:</b> R. Costa	<b>REVIEWED BY:</b> J. Searing	<b>APPROVED BY:</b> F. Marotta
_____ F&O Quality Facilitator	_____ Fire Chief	_____ EM Division Manager
_____ J. Vaz QAC Filing Code: EP50SR.04	_____ L. Butera SE Division Manager	EFFECTIVE DATE: 2/6/04 REVIEW CYCLE: 3 Years

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further information about the emergency.

- 3.2 Crisis Manager (CM):** A Senior manager who interacts with the IC and external entities such as government officials and the media.
- 3.3 Laboratory emergency signals:** Site Sirens, the Plectron radio system and all building evacuation bells.
- 3.4 Local Emergency Coordinator (LEC):** An individual assigned by Department or Division Management responsible for emergency planning and response within a building.
- 3.5 Incident Commander (IC):** The fire or police officer who is in charge of the scene at an emergency. The IC may also be another person as the nature and urgency of the emergency changes.
- 3.6 Tactical Operations Center (TOC):** The emergency facility used by Safeguards and Security personnel to coordinate multiple police and security functions on and off the site.

#### **4.0 PREREQUISITES**

- 4.1** An Operational Emergency has been declared.

#### **5.0 PRECAUTIONS**

- 5.1** The Laboratory emergency signals should be sounded prior to the start of any protective action directives.

#### **6.0 PROCEDURE**

- 6.1 Assembly and Accountability**  
The IC shall perform the following (if appropriate, this can be done in concert with the CM):
  - 6.1.1** Direct the Police Group to notify BNL personnel, guests, and visitors of the emergency and order personnel to their Assembly Areas by activating the laboratory emergency signals.
  - 6.1.2** While personnel are in their Assembly Areas, ensure that periodic Plectron announcements are made to keep them informed of the emergency situation.

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**6.1.3** When assembly is complete, direct LECs to account for all personnel, return to regular work/residential locations; or implement further protective actions, as appropriate.

**6.1.4** The Police Group shall:

- Activate the site sirens in accordance with their procedures  
**AND**  
Activate the Plectron radio system **OR** make the emergency notifications and order personnel to assemble by utilizing radio and telephone messages.
- Assist, as needed, searching for and notifying unaccounted-for personnel in non-hazardous areas.

**6.2** Sheltering and Evacuation

**6.2.1** The CM shall perform the tasks identified in EP-SOP-7.2A, "Crisis Manager Protective Actions Checklist"

**6.2.2** EP-SOP-7.2A shall be maintained in accordance with the SBMS [Records Management Subject Area](#).

## **7.0 IMPLEMENTATION AND TRAINING**

**7.1** This procedure is implemented by publishing it.

**7.2** Training on this procedure is conducted via email notification to affected employees and in a classroom situation.

## **8.0 REFERENCES**

**8.1** BNL Emergency Plan

**8.2** [SBMS Emergency Preparedness Subject Area](#)

## **9.0 ATTACHMENTS**

**9.1** EP-SOP-7.2A, "Crisis Manager Protective Actions Checklist"